



SECTION: 102

TITLE: SELECTION AND ELECTION
OF ADMINISTRATIVE PERSONNEL

NESHAMINY SCHOOL DISTRICT

1	I.	A. The Board shall prepare a prospectus listing qualifications and	1
2	SUPERINTENDENT	requirements for the position, salary range, and other terms of	2
3		employment.	3
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5		B. A consensus of the Board shall choose to appoint a committee of board	5
6		members and administrators in the District and/ or to hire a consultant.	6
7		The committee/consultant shall process as follows:	7
8		1. Announce the vacancy publicly	8
9		2. Invite applications from qualified district staff members	9
10		3. Advertise in appropriate publications	10
11		4. Make contact with placement bureaus, successful school leaders who	11
12		are not likely to be personally interested in the job, and state	12
13		intermediate unit administrators.	13
14			14
15		C. In the final process the Board/consultant shall:	15
16		1. Determine the best qualified candidates by screening all credentials	16
17		submitted.	17
18		2. Obtain these candidates' written reaction to school policies and	18
19		problems, visit the candidates' school and community, and carefully	19
20		check all references.	20
21		3. Arrange interviews with the best qualified candidates to determine who	21
22		shall be invited for final consideration by the Board.	22
23		4. Recall the most promising candidates for additional interviews.	23
24		5. Provide preference to District candidates if qualifications are	24
25		comparable.	25
26		6. Make the final selection by a duly recorded roll call vote of the majority	26
27		of all members of the Board.	27
28			28
29	II. ASSISTANT	A. The Superintendent shall prepare a prospectus listing qualifications and	29
30	SUPERINTENDENTS	requirements for the position, salary range, and other terms of	30
31		employment.	31
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1		POLICY #102 (cont'd)	1
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3		B. Upon adoption of the prospectus by the Board, the Superintendent shall	3
4		proceed as follows:	4
5		1. Announce the vacancy publicly.	5
6		2. Invite applications from qualified district staff members.	6
7		3. Advertise in appropriate publications	7
8		4. Make contact with placement bureaus, successful school leaders, and	8
9		state and intermediate unit administrators.	9
10		5. Collect all applications.	10
11			11
12		C. In the final process the Superintendent shall:	12
13		1. Determine the best qualified candidates by screening all credentials	13
14		submitted.	14
15		2. Obtain these candidates' written reaction to school policies and	15
16		problems, visit the candidates' school and community, and carefully	16
17		check all references.	17
18		3. Arrange interviews with the best qualified candidates to determine	18
19		who shall be invited for final consideration by the Board.	19
20		4. Recall the most promising candidates for additional interviews.	20
21		5. Provide preference to District candidates if qualifications are	21
22		comparable.	22
23		6. Make a recommendation to the Board on his/her selection.	23
24		7. Ask the to vote on the recommendation by a duly recorded roll call	24
25		of the majority members of the Board.	25
26			26
27	III. BUILDING AND	A. The Board and Superintendent will agree upon a defined process for hiring	27
28	CENTRAL OFFICE	Building administrators and central office administrators. A copy of this	28
29	ADMINISTRATION	Procedure will be available at the District office and in all District schools.	29
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31	IV. ELECTION OF	A. Section 1073 of the School Code permits the Board of School Directors to	31
32	COMMISSIONED	elect commissioned officers, superintendents, and assistant	32
33	OFFICERS	superintendents for terms of from three to five years.	33
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35	Approved: 9/26/67		35
36	Revised: 5/22/84		36
37	Revised: 7/26/88		37
38	Approved: 2/25/03		38
39	Revised/App: 10/28/08		39
40	RSM/ms		40

Procedure for hiring building and central office administrators
Option A (Supplement to Board Policy 102 – Selection and Election of Administrative Personnel)

- A. The Superintendent/designee shall prepare a prospectus listing qualifications and requirements for the position and other terms of employment.
- B. Upon adoption of the prospectus by the Board, the Superintendent/designee shall proceed as follows:
 - 1. Announce the vacancy publicly.
 - 2. Invite applications from qualified District staff members.
 - 3. Advertise in appropriate publications.
 - 4. Submit applications of all qualified candidates to the Superintendent and appropriate Cabinet members.
 - 5. Decide on composition of interview team and arrange interviews.
 - 6. Recall the most promising candidates for additional interviews and determine composition of second tier interview team.
 - 7. Provide preference to District candidates if qualifications are comparable.
 - 8. Provide resumes, questions and a defined rubric of finalists (without names) to Board at least two weeks before the public vote. [A list of members/titles of the interview team will also be provided.] During this two week period, the Board may request a meeting with the finalist in order to ask questions and to provide feedback to the Superintendent.
 - 9. Ask for a Board vote at a public meeting.

Approved: 2/23/10